

## Customer Product Code Detail 2 Report

Customer Product Code Detail 2 Report: Provides detail by Department for all Charge types, Recurring, Onetime and Usage

Navigate: Reports → All Reports → Profile

1) Click

[Search](#)

All Reports

All Reports Outputs

List

[Search](#) [Edit Checked](#) [Delete Checked](#) [Hide Checked](#)

2) Type Cust in Name field then click

[Search](#)

All Customer Reports will show up.

3) Open link by Clicking on

[Customer Product Code Detail 2](#)

ALL REPORTS

Saved Search [Clear](#)

Name

Based on

Show Hidden Only ☐ Yes ☒ No

Output Filter ☒ All Reports ☐ With Output Only ☐ No Output Only

1-8 Display 250 rows per page

		Name	Based On	Description
<a href="#">EDIT</a>	<a href="#">Clock</a>	Customer Fund Detail 2	Customer Fund Detail 2	Customer Fund Detail 2
<a href="#">EDIT</a>	<a href="#">Clock</a>	Customer Fund Detail Report	Customer Fund Detail Report	Customer Fund Detail Report
<a href="#">EDIT</a>	<a href="#">Clock</a>	Customer Fund Summary Report	Customer Fund Summary Report	Customer Fund Summary Report
<a href="#">EDIT</a>	<a href="#">Clock</a>	Customer Invoice	Customer Invoice	Customer Invoice
<a href="#">EDIT</a>	<a href="#">Clock</a>	Customer Mainframe Usage Detail	Customer Mainframe Usage Detail	Default report for Customer Mainframe Usage Detail
<a href="#">EDIT</a>	<a href="#">Clock</a>	Customer Product Code Detail Report	Customer Product Code Detail Report	Customer Product Code Detail Report
<a href="#">EDIT</a>	<a href="#">Clock</a>	Customer Product Code Detail 2	Customer Product Code Detail 2	Customer Product Code Detail 2
<a href="#">EDIT</a>	<a href="#">Clock</a>	Customer Product Code Summary Report	Customer Product Code Summary Report	Customer Product Code Summary Report

1-8

4) Opens Report Profile

All Reports > Customer Product Code Detail 2

All Reports Outputs

Profile | Schedules | Outputs | Parameters

[Search](#) [Clock](#) [Play](#) [Help](#) [Print](#) [Copy](#) [Run](#) [Edit](#) [Hide](#)

### REPORT PROFILE

**Name** Customer Product Code Detail 2  
**Description** Customer Product Code Detail 2  
**Show Parameter Form** ☒  
**Based on** Customer Product Code Detail 2  
**Export Format** MS Excel  
**Notify by email** ☐  
**Attach output to email** ☐  
**Cc for email** ☐  
**System Report?** ☐  
**Hybrid Report?** ☐  
**Owner** RCAMPBELL@IOT.IN.GOV  
 (This is the default)

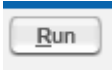
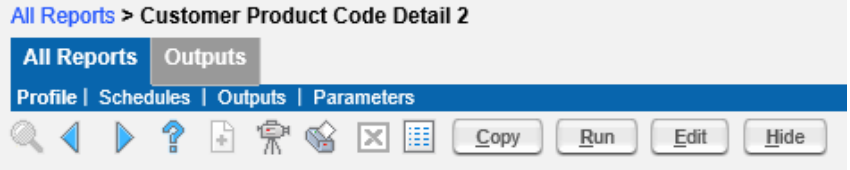

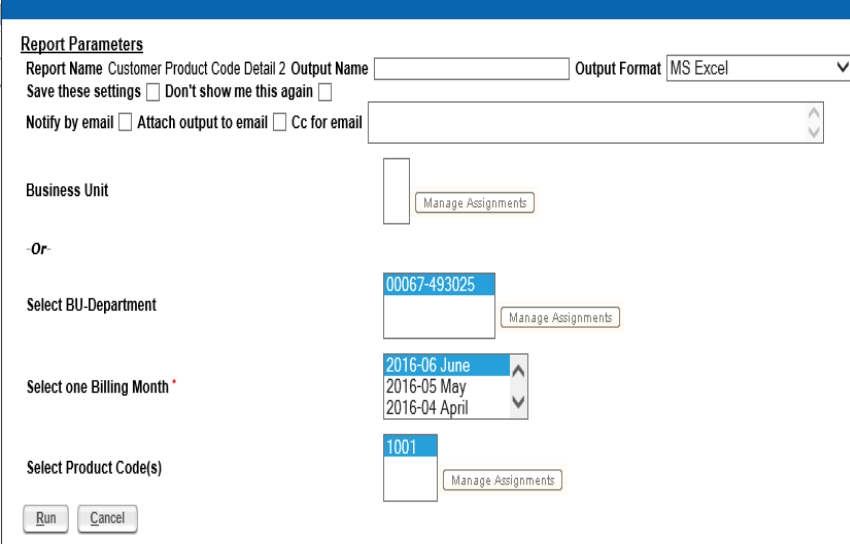

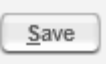
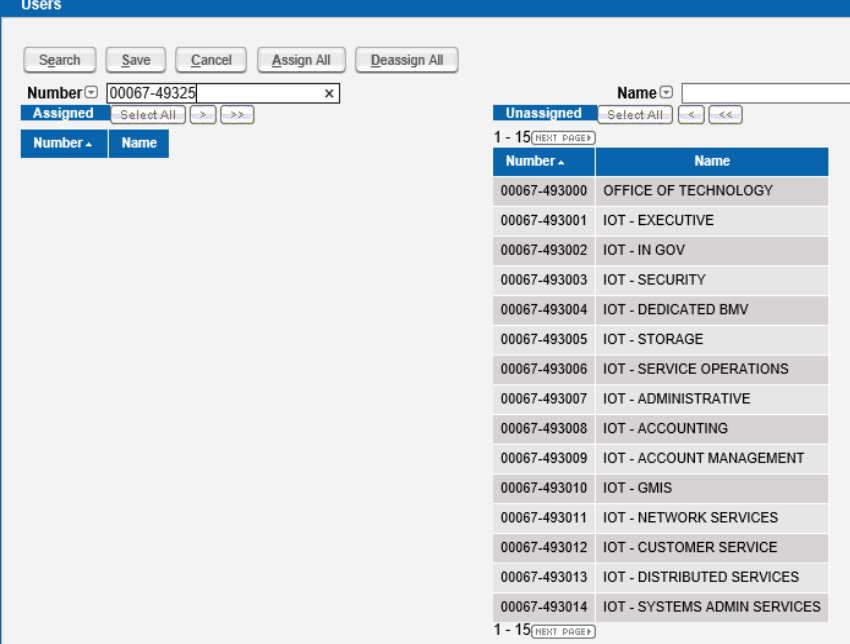
**Schedules** [Click to view list](#)

**Outputs** [Click to view list](#)

**Parameters** [Click to view list](#)

**Other Recipients** [Click to view list](#) [Manage Assignments](#)

## Customer Product Code Detail 2 Report


<p>5) Click</p> 																																	
<p>6) Opens Report Parameters. Key in your <b>Output Name</b>. Note: This name will show up on the Output list Page.</p> <p>Choose <b>Output Format</b> from dropdown list.</p> <p>Click on Dropdown for <b>Business Unit</b> or Choose from Departments under <b>Select Users</b>,</p> <p>Click</p> 																																	
<p>7) <b>Managing Assignments:</b> Click BU-Dept in Unassigned column and click  to assign BU-Dept to your report.</p> <p>OR</p> <p>Highlight <b>**ALL</b> to move All Product Lines from Unassigned to Assigned.</p>  <p>Click</p>	 <table border="1"> <thead> <tr> <th>Number</th> <th>Name</th> </tr> </thead> <tbody> <tr><td>00067-493000</td><td>OFFICE OF TECHNOLOGY</td></tr> <tr><td>00067-493001</td><td>IOT - EXECUTIVE</td></tr> <tr><td>00067-493002</td><td>IOT - IN GOV</td></tr> <tr><td>00067-493003</td><td>IOT - SECURITY</td></tr> <tr><td>00067-493004</td><td>IOT - DEDICATED BMV</td></tr> <tr><td>00067-493005</td><td>IOT - STORAGE</td></tr> <tr><td>00067-493006</td><td>IOT - SERVICE OPERATIONS</td></tr> <tr><td>00067-493007</td><td>IOT - ADMINISTRATIVE</td></tr> <tr><td>00067-493008</td><td>IOT - ACCOUNTING</td></tr> <tr><td>00067-493009</td><td>IOT - ACCOUNT MANAGEMENT</td></tr> <tr><td>00067-493010</td><td>IOT - GMIS</td></tr> <tr><td>00067-493011</td><td>IOT - NETWORK SERVICES</td></tr> <tr><td>00067-493012</td><td>IOT - CUSTOMER SERVICE</td></tr> <tr><td>00067-493013</td><td>IOT - DISTRIBUTED SERVICES</td></tr> <tr><td>00067-493014</td><td>IOT - SYSTEMS ADMIN SERVICES</td></tr> </tbody> </table>	Number	Name	00067-493000	OFFICE OF TECHNOLOGY	00067-493001	IOT - EXECUTIVE	00067-493002	IOT - IN GOV	00067-493003	IOT - SECURITY	00067-493004	IOT - DEDICATED BMV	00067-493005	IOT - STORAGE	00067-493006	IOT - SERVICE OPERATIONS	00067-493007	IOT - ADMINISTRATIVE	00067-493008	IOT - ACCOUNTING	00067-493009	IOT - ACCOUNT MANAGEMENT	00067-493010	IOT - GMIS	00067-493011	IOT - NETWORK SERVICES	00067-493012	IOT - CUSTOMER SERVICE	00067-493013	IOT - DISTRIBUTED SERVICES	00067-493014	IOT - SYSTEMS ADMIN SERVICES
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## Customer Product Code Detail 2 Report

8) From dropdown list  
Start Billing Period  
April 2013  
Ending Billing  
Period: April 2013.  
Click to

**Manage Assignments** to  
select Product Codes.

9) Click Name in  
Unassigned

 to your report.

OR

Highlight \*All\* to  
move All Product  
Lines from  
Unassigned to  
Assigned.

Click **Save**

10) Report Parameters  
are set up. You can  
still make changes  
to the parameter.

Now click

**Run**

Note: If you want to  
reset all of the  
parameters, click

**Cancel** and start  
over.

**Report Parameters**

Report Name Customer Product Code Detail 2 Output Name  Output Format MS Excel

Save these settings ☐ Don't show me this again ☐

Notify by email ☐ Attach output to email ☐ Cc for email

Business Unit  **Manage Assignments**

-Or-

Select BU-Department  **00067-493025** **Manage Assignments**

Select one Billing Month \*  **2016-06 June**  
2016-05 May  
2016-04 April

Select Product Code(s)  **1001** **Manage Assignments**

**Run** **Cancel**

**Product Code**

**Assigned**

**Unassigned**

Code	Name
1001	SEAT CHARGE

Code	Name
*ALL*	All Product Codes
1001A	PC REFRESH ACCESSORIES
1001D	BMV SEAT
1001U	PC REFRESH UPGRADES
1001UC	SEAT USAGE CREDIT
1014	EMAIL (NON-SEAT)
1020	REMOTE ACCESS (CITRIX)
1021	REMOTE ACCESS: CLIENT VPN
1022	REMOTE SERVICES: DIAL-UP
1023	FTP SERVICES
1025	SHAREPOINT ON PREMIUM SERVER
1027	BLACKBERRY SERVICES
1028	BLACKBERRY SERVICES
1031	ACD - ENHANCED PERIMETER AGENT
1034	COMMUNICATION SERVICE ANALYST

**Report Parameters**

Report Name Customer Product Code Detail 2 Output Name  Output Format MS Excel

Save these settings ☐ Don't show me this again ☐

Notify by email ☐ Attach output to email ☐ Cc for email

Business Unit  **Manage Assignments**

-Or-

Select BU-Department  **00067-493025** **Manage Assignments**

Select one Billing Month \*  **2016-06 June**  
2016-05 May  
2016-04 April

Select Product Code(s)  **1001** **Manage Assignments**

**Run** **Cancel**

## Customer Product Code Detail 2 Report

11) Report is running!

12) Report Output  
Results: 2 pages.

BU  
My Department  
Billing Period  
Product Code  
Seat Serial #/  
Computer#  
Name  
Rate  
Total Units and  
Dollars

ps_system [Read-Only] [Compatibility Mode] - Excel						
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW						
Clipboard Font Alignment Number Styles Cells Editing Web						
A1 : X ✓ fx						
Report Name: Product Code Detail						
Run Date: 12-Jul-2016						
Business Unit: 00067 - INDIANA OFFICE OF TECHNOLOGY						
User ID: 00067.493025 IOT - BILLING						
Billing Periods:						
From: June 2016						
To: June 2016						
Service Type	Product Code	Service #	Description	Units	Rate	Total
IT Services	1001		SEAT CHARGE	6.0		\$417.12
		D25	2UA5520ZB4 IOT/Indianapol	1.0	69.5200	69.52
		D25	2UA5520ZCC IOT/Indianapol Ethel Staples	1.0	69.5200	69.52
		D25	2UA5520ZD7 IOT/Indianapol Donna Aitken	1.0	69.5200	69.52
		D25	2UA5520ZG9 IOT/Indianapol	1.0	69.5200	69.52








## Customer Product Code Detail 2 Report

13) Your Report Output will be saved in Pinnacle. Follow your breadcrumb to Customer Product Code Detail Report to Report Profile: Outputs to open the saved Output.

[All Reports](#) > [Customer Product Code Detail 2](#) > **Outputs**

**All Reports** **Outputs**































[Profile](#) | [Schedules](#) | [Outputs](#) | [Parameters](#)

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**OUTPUTS**

**Report Name** Customer Product Code Detail 2 **Report Description** Customer Product Code Detail 2  
**Based on** Customer Product Code Detail 2  
 1 - 15 [NEXT PAGE](#) Display  rows per page

<input type="checkbox"/>			Output Name	Report Name	Run By	Date Ru
<input type="checkbox"/>			<a href="#">Customer Product Code Detail 2</a>	Customer Product Code Detail 2	CAMPBELL, RACHEL	12-JUL-2016
<input type="checkbox"/>			<a href="#">Customer Product Code Detail 2</a>	Customer Product Code Detail 2	CAMPBELL, RACHEL	12-JUL-2016
<input type="checkbox"/>			<a href="#">Customer Product Code Detail 2</a>	Customer Product Code Detail 2	CAMPBELL, RACHEL	12-JUL-2016
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<input type="checkbox"/>			<a href="#">Customer Product Code Detail 2</a>	Customer Product Code Detail 2	CAMPBELL, RACHEL	08-JUL-2016
<input type="checkbox"/>			<a href="#">Customer Product Code Detail 2</a>	Customer Product Code Detail 2	CAMPBELL, RACHEL	08-JUL-2016
<input type="checkbox"/>			<a href="#">Customer Product Code Detail 2</a>	Customer Product Code Detail 2	CAMPBELL, RACHEL	08-JUL-2016
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<input type="checkbox"/>			<a href="#">Customer Product Code Detail 2</a>	Customer Product Code Detail 2	CAMPBELL, RACHEL	08-JUL-2016

FINISHED

Good job!